

AQO

MEMORANDUM FOR RECORD

SUBJECT: AQO Staff Meeting Minutes, Jun 24, 97

BELLRINGERS. Lt Col James Malloy, AQIA, requested assistance to facilitate expeditious processing of bellringers. Recently bellringers sent or faxed to HQ, without prior notification to AQIA, remained undelivered delaying action officer processing. He asked that personnel aware of receipt of a bellringer notify AQIA action officers as soon as possible. Lt Col Malloy also agreed to keep AQO in the information loop regarding bellringer contents.

SEE ME'S. When AQO employees receive a "See Me" from either Ms. Pettibone or Mr. Schmitt, they should make every effort to do this in a timely manner, i.e., within a day or two.

ITS. Process owners are reminded that the Initiative Tracking System is the Command-wide tool for tracking status on important improvement projects--to have any use as a communication/management tool, it must be kept up to date.

PRODUCT DESIGN, CONTROL & DEVELOPMENT TEAM (AQOF).

- o The JOAs for the Earned Value Center were released 23 Jun 97.
- o We will be interviewing applicants for the Software Center the rest of this week.
- o The Earned Value Mini-Conference in Los Angeles last week was a great success. Mr. Thurber spoke on the first day of the conference highlighting DCMC's role in earned value.
- o DCMC Memorandum No. 97-56, Use of Management Councils for Value Engineering (POLICY) was signed 6/18/97 and is available in the DCMC Homepage. At a DoD Value Engineering Quality Management Board Meeting on 20 June, Tito Maldonado handed copies of the memo to the DoD and Military Service VE Program Managers.
- o The DLA Systems Engineering Technical Services (DSETS) source selection SCEs are complete. The final report is currently under review. Congratulations to the team members for doing an outstanding job and adding value to the source selection. Thank you to the CAOs for allowing the members to participate. The team members were:

Mike Znosko (Team Leader)	DCMC Stratford	
John Shaplan	DCMC Sikorsky Aircraft	Bill Milligan DCMC St. Louis
Anand Archibar	DCMC Clearwater	
Donna Tong	DCMC Lockheed Martin	Orlando

CONTRACT PAYMENT & BUSINESS PRACTICES TEAM (AQOC).

- o DCMC will assume responsibility on July 1, 1997, for the MOCAS input of Other Disbursing Office (ODO) contracts. DFAS Columbus recently stopped inputting ODOs because DFAS' billing structure is based on paid invoices and ODOs do not yield invoices for the Columbus Center. DLA plans to pay smaller dollar fixed-price contracts starting in July through the SAMMS system. DLA will save about \$77 per invoice based on DFAS charging \$96+ per invoice paid in MOCAS and \$18+ per invoice paid in SAMMS. The volume of invoices could be as high as 100,000 per year. In order for DCMC to perform full contract administration, these contracts must reside in MOCAS, necessitating DCMC CAOs having to process ODOs. The majority of the smaller dollar contracts will populate MOCAS via electronic data interchange which will mitigate the DCMC manual data input efforts. DCMC Policy Letter addressing the

input of ODOs into MOCAS has been drafted and will be issued in the near term. POC is B. Hogan at DSN 427-7306.

PRODUCT & MANUFACTURING ASSURANCE TEAM (AQOG).

- o Mr. Dan Hatchett, Acquisition Process Improvement Specialist, DCMC San Diego, CA, Mid-level development program participant will be here 11-22 August 1997. His learning objectives center around learning more about the development of our metrics - He will primarily work with Mr. Richard Horne.

PROPERTY MGMT, CONTRACT CLOSEOUT & TERMINATIONS TEAM (AQOE).

- o Two new employees for AQOE, Ms. Patty Tellez, GS-1102-13 & Ms. Cynthia Brice, GS-1102-13. Both will be working Contract Closeout, Terminations and Canceling Funds.

APPROVED:

ROBERT W. SCHMITT
Deputy Executive Director
Contract Management Policy